

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 - 446 - 81 - 1
DATE RECEIVED	May 15, 1981
NOTIFICATION TO AGENCY	
in accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-19-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Defense Investigative Service

2. MAJOR SUBDIVISION  
Directorate for Management and Resources

3. MINOR SUBDIVISION  
Correspondence, Records and Support Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
JUANITA E. MOREY

5. TEL. EXT  
693-5013

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 12 May 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Juanita E. Morey</i>	E. TITLE Assistant Records Manager
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Justification: The records DIS is accumulating concerning "Congressional Inquiries" is not covered in DISM 28-2 "Records Maintenance and Disposition." Therefore request NARS approve the following new record series so that it may be added to the DISM 28-2.</p> <p>Add new series as follows:</p> <p>2-43. <u>CONGRESSIONAL INQUIRIES</u>: Correspondence, copy of requests, responses, reports, and other documents accumulated as a result of inquiries from members of committees of Congress.</p> <p>(1) Copy of reports submitted to higher authorities.</p> <p><u>ALL OFFICES</u>: TEMPORARY: Cut off 31 December, hold 1 year destroy.</p> <p>(2) All other correspondence, documents etc.</p> <p>a. <u>OFFICE OF PRIMARY RESPONSIBILITY</u>: TEMPORARY: Destroy 3 years after final action. (NOTE: Those files determined to be of possible historical value or widespread public or congressional interest <sup>should</sup> be offered to the National Archives <i>in 5 YEAR BLOCKS</i> 3 years after final action <i>and</i> <i>WHEN 20 YEARS OLD.</i></p>	new	7 items

TRANSFERRED TO WNRG →

115-107 Changes concurred in by Ms. Morey, DIS, 5/18/81, and 6-17-81.

RCT/NARS-NSD  
*Closed Out: 6-24-81: KIT. D.*  
*Copy to Agenc. NCRW & NARA*

